Quick Start Guide: DOAR A/V System

Hartford, CT

The DOAR Audiovisual System is very easy to use and utilizes three control panels with touch-screen capabilities. Below is a brief overview of the control panel, touch screens and their major functions.

*Please refer to the **Audiovisual User's Guide** for more detailed explanations.*
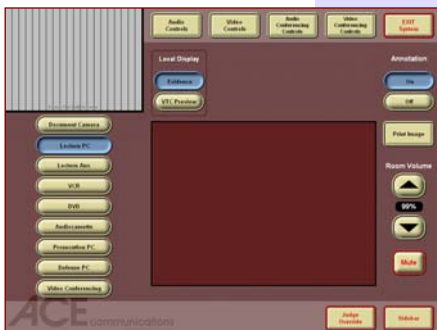
Control Panel

The following screens appear at the control panel:

SYSTEM START-UP SCREEN

This screen appears on the control panel when the system is initially turned on.

Touch the **Press Here to Continue** button to start up the system. After a short delay, the Main Page Screen appears.

MAIN PAGE SELECTION SCREEN

This screen appears when you touch the **Press Here to Continue** button. Use the controls on this screen to initially access any of the system's main features. Once an initial selection is made, any tab, control or push button may be accessed at any time.

Touch the **Document Camera, Lectern PC, Lectern Aux, VCR, DVD, Audiocassette, Prosecution PC, Defense PC,** or **Video Conferencing** buttons to select an active audio/video source.

Main Controls:

The following push buttons appear on each screen:

Audio Controls:

Touch this tab at any time to view the Audio Controls Screen. Use the controls on this screen to adjust individual courtroom microphone and evidence audio volume settings.

Video Controls:

Touch this tab at any time to access the Video Source Selection Screen. This page controls plasma power.

Audio Conferencing Controls:

Touch this tab at any time to access the Audio Conference Controls Screen. Use the controls on this screen to set up and execute a remote audio conference.

Main Controls (Continued)

Video Conferencing Controls:

Touch this tab at any time to access the Video Conference Set up Screen. Use the controls on this screen to set up and execute a remote video conference.

Judge Override:

Touch this push button to blank out the video monitors. Individual monitors can be unblanked by using the controls that will appear.

Sidebar:

Touch this push button to turn on the Judge's sidebar microphone and route audio to the digital recorder (if available) and the court reporter's headphones. Touching this button will also mask audio signals to the jury box by placing "white" noise on the speakers at the jury box. The Sidebar Volume Control Screen appears. Use the controls on this screen to increase or decrease noise levels.

EXIT System:

Touching this push button will direct you to the Shut Down Page.

Video Window (in the Left Upper Corner):

Tap anywhere on the video window to go to the full screen video mode. While in full screen video mode, tap the button on the bottom of the screen to go back.

Local Display (Clerk Only)

Evidence:

This button will display the current selected Evidence (i.e. – VCR, Document Camera).

VTC Preview:

This button will preview the Video Conferencing Screen.

Annotation

The annotation buttons allows you to easily choose whether or not you prefer to see annotation. The features are as follows:

On:

This button will enable or turn on the annotation functionality.

Off:

This button will disable or turn off the annotation functionality.

Print Image:

This button will print any current image displayed on the monitors to the printer provided in the evidence podium.

Room Volume

Room Volume:

This is the master volume control. Touch the ▲ button to increase the volume or touch the ▼ button to decrease the volume. The indicator displays the volume level as a percentage of the full volume level.

Mute:

Touch this button to mute all audio sources. Push again to restore volume levels.
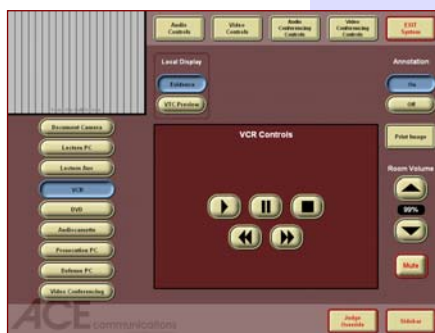
AUDIOCASSETTE CONTROLS SCREEN

This screen appears when you touch the **Audiocassette** button. The **Audiocassette** button will turn blue, indicating that it is the active evidence source.

Audiocassette Controls

Use the standard controls to operate the Audiocassette player:

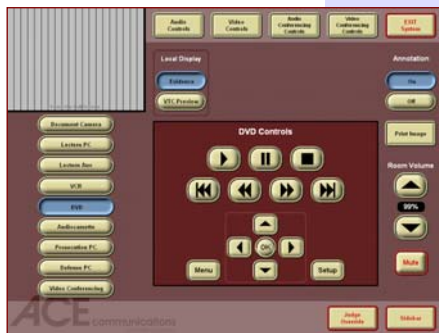| Push Button	Function
►	**Play** – Touch this button to play the cassette.
◄	**Reverse** – Touch this button to play the cassette in reverse.
■	**Stop** – Touch this button to stop the cassette.
◄◄	**Rewind** – Touch this button to rewind the cassette.
►►	**Fast Forward** - Touch this button to fast forward the cassette.

VCR CONTROLS SCREEN

This screen appears when you touch the **VCR** button. The **VCR** button will turn blue, indicating that it is the active evidence source.

VCR Controls

Use the standard controls to operate the VCR player:

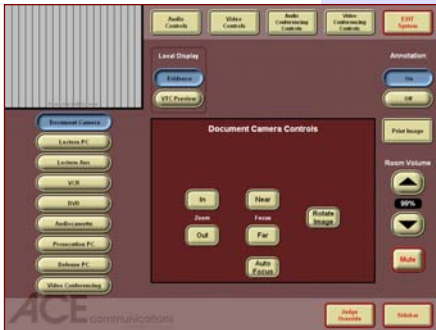| Push Button	Function
►	**Play** – Touch this button to play the tape.
■	**Stop** – Touch this button to stop the tape.
❚❚	**Pause** – Touch this button to pause the tape. To resume playback, touch the Play button.
◄◄	**Rewind** – Touch this button to rewind the tape.
►►	**Fast Forward** - Touch this button to fast forward the tape.

DVD CONTROLS SCREEN

This screen appears when you touch the **DVD** button. The **DVD** button will turn blue, indicating that it is the active evidence source.

DVD Controls

Use the standard controls to operate the DVD player:

Push Button	Function
■	**Stop** – Touch this button to stop the current chapter/track on the DVD.
▶	**Play** – Touch this button to play the current chapter/track on the DVD.
❚❚	**Pause** – Touch this button to pause the current chapter/track on the DVD. To resume playback, touch the Play button.
❚◀◀	**Skip Back -** While a DVD disc is in play mode, touch the Skip Back button to jump backward through disc chapters/tracks. Skip Back will jump to the beginning of the current chapter/track. Touch Skip Back again to jump to the beginning of the previous chapter/track.
◀◀	**Search Back** - While a disc is in play mode, touch the Search Back button to visually search backward at variable speeds.
▶▶	**Search Forward** - While a disc is in play mode, touch the Search Forward button to visually search forward at variable speeds.
▶▶❚	**Skip Forward -** While a DVD disc is in play mode, touch the Skip Forward button to jump forward through disc chapters/tracks. Skip Forward will jump to the beginning of the next chapter/track.
Menu	Touch this button to access the DVD's disc menu choices, if available.
◀, ▲, ▶, or ▼	Use these buttons to navigate through the DVD's disc menu options, if available. Touch up, down, left, or right to highlight menu choices.
OK	Touch this button to make your selection within the Disc menu, if available.
Setup	This opens the DVD player setup menu.

DOCUMENT CAMERA CONTROLS SCREEN

This screen appears when you touch the **Document Camera** button. The **Document Camera** button will turn blue, indicating that it is the active evidence source.

Document Camera Controls

Use the following controls to operate the Document Camera:

Zoom Out/Zoom In:

Touch the **Zoom Out** push button to enlarge the image. Touch the **Zoom In** push button to magnify the image.
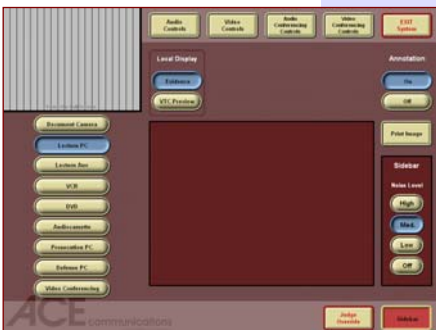
Focus Far/Near:

This will adjust the overall viewing of the image. Press **Far** in order to focus out. Press **Near** in order to focus in.

Auto Focus:

Press the **Auto Focus** button to focus automatically.

Rotate Image:

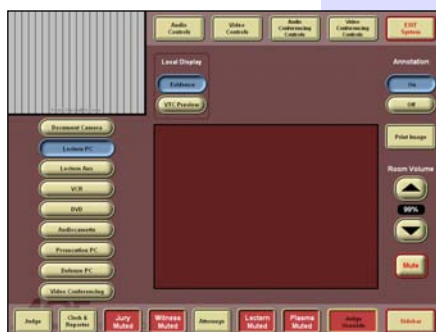Press the Rotate Image button to rotate the image.

SIDEBAR VOLUME CONTROL SCREEN

This screen appears when you touch the **Sidebar** push button. The push button turns red when a sidebar is on.

During a sidebar, the judge's sidebar microphone turns on and simultaneously routes audio to the court reporter's headphones. A sidebar will also mask audio signals to the jury box by placing "white" noise on the speakers at the jury box.

During a sidebar, a **Noise Level** control appears on the screen. Touch the **High, Med.** or **Low** buttons to increase or decrease the noise volume at the jury's location. Pressing the **Off** button will shut off the noise while keeping all other functions of sidebar operational

JUDGE OVERRIDE SCREEN

A Judge and Clerk may, at any time, choose to show video to only the Judge's, Clerk's and Reporter's location by initiating a Judge Override.

When you touch the **Judge Override** push button, all video to the attorneys, witness, jury, lectern and plasma locations is blanked. The Judge and Clerk may now choose to show video to individual locations by touching the **Attorneys, Witness, Jury, Lectern** or **Plasma** push buttons (see example screen above).

The Judge may restore video to all locations by touching the **Judge Override** push button again.

AUDIO CONFERENCING CONTROLS SCREEN

This screen appears when you press the **Audio Conferencing Controls** button on the Main Page. Use the controls on this screen to set up and execute a remote audio conference.

Push Buttons and Controls

Phone Volume:

Touch the ▲ button to increase the caller's volume and the ▼ button to decrease the volume. The indicator displays the volume level as a percentage of the full volume level.

Privacy:

Touch this push button to turn privacy on or off. When selected, privacy acts as a mute. The court will hear all audio from the remote site, but the remote site will not hear audio from the court. This push button is red when privacy is on and gray when off.

Answer:

Touch this push button to answer a phone call.

Dial:

Touch this push button to dial a phone call.

Hang Up:

Touch this push button to end a phone call.

Clear:

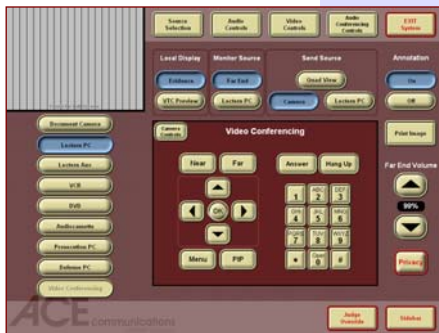Touch this push button to delete the entire entered number.

Back:

Touch this push button to delete a misdialed number, one number at a time.

To Place a Call:

1. Dial the number on the keypad as you would on a telephone. The phone number is displayed in the window above the keypad. If you make a mistake while keying in the phone number, press the Back button to erase the previous digit.

2. Touch Dial.

3. To end the call, touch Hang Up. The push button turns blue.

4. To key in another number, touch the Clear push button to clear the previous number.

To Answer a Call:

1. When the phone rings, touch **Answer**.

2. To end the call, touch **Hang Up**. The push button turns blue.

VIDEO CONFERENCING SETUP SCREEN

This screen appears when you touch the **Video Conferencing** button.

Push Buttons and Controls

Far End Volume:

Touch the ▲ button to increase the caller's volume and the ▼ button to decrease the volume. The indicator displays the volume level as a percentage of the full volume level.

Privacy:

Touch this push button to turn privacy on or off. When selected, privacy acts as a mute. The court will hear all audio from the remote site, but the remote site will not hear audio from the court. This push button is red when privacy is on and gray when off.

Hang Up:

Touch this push button to end a video conference.

PIP:

Touch this push button to alternatively turn on the picture-in-picture image within the display, move the image between different corners of the display, and turn off the image.

Menu:

Touch this push button to access the videoconferencing system's main menu.

◄, ▲, ►, or ►:

Touch the up, down, left, or right push buttons to navigate through the menu options.

OK:

Touch this button to make your selection within the Video Conferencing menu.

Near:

This will show you an image of what you're sending.

Far:

This will show you an image of what you're receiving.
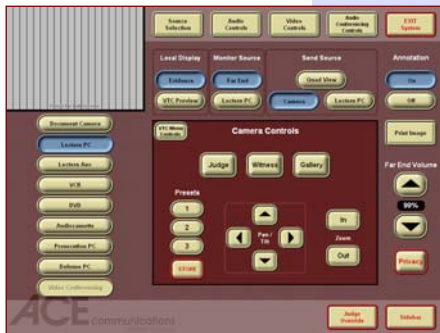
To Set Up a Video Conference

Use the menu controls to navigate through the Polycom and setup a call.

Local Display Controls:

Use these buttons to view evidence or preview a VTC source before sending to the touchpanel video window in the upper left corner.

Monitor Source Controls:

Use these buttons to display the far end or video source (Lectern PC, VCR, DVD, etc.) on the monitors in the courtroom.

VIDEO CONFERENCE – CAMERA CONTROLS SCREEN

This screen appears when you touch the **Camera Controls** push button on the Video Conferencing Page. A blue push button indicates the current video source that is being transmitted to the far end.

Push Buttons and Controls

Judge, Witness, Gallery:

Select the respective camera to control/display.

Pan/Tilt ◄, ▲, ▲, or ►:

Touch the up, down, left, or right push buttons to aim and tilt the camera.

Zoom In/Zoom Out:

Touch the **Zoom Out** or **Zoom In** push buttons to zoom in/out on a location, as desired.

Preset #1, Preset #2, or Preset #3:

Touch a preset push button to move the selected camera to a previously stored position.

VTC Menu Controls:

Press this button to return to the Video Conferencing Page.

To Recall a Camera Position

1. Select a camera.

2. Touch the Preset #1, Preset #2, or Preset #3 push buttons to move the camera to that position.

To Store a Preset Camera Position

1. Select a camera.

2. Position the camera. Use the ◄, ▲, ▲, and ► push buttons to aim and tilt the camera. Zoom in or zoom out as desired.

3. Touch the Store Preset push button.

4. Touch the Preset #1, Preset #2, or Preset #3 push buttons to store the location.

AUDIO CONTROLS SCREEN

This screen appears when you touch the **Audio Controls** button. Use the controls on this screen to adjust individual courtroom microphone or evidence audio volume settings.
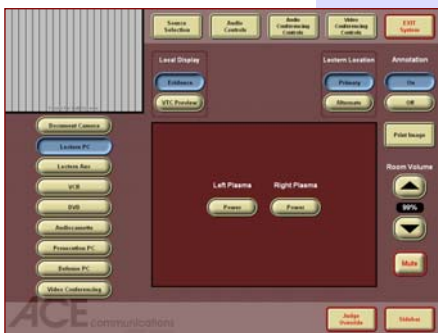
Volume Controls

The following volume controls are available:

Judge #1, Judge #2 (Typical for all Volume Controls):

Touch the ▲ button to increase the volume of the Judge's microphone or touch the ▼ button to decrease the volume. Touch the **Mute** push button to mute the volume. The indicator displays the volume level as a percentage of the full volume level.
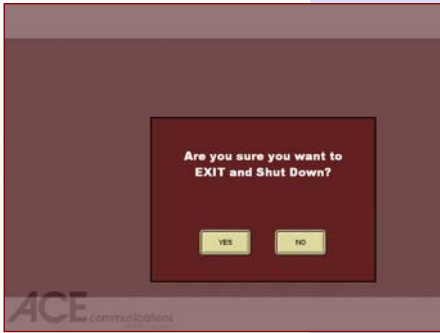
To Store an Audio Microphone Preset

1. Adjust levels of each Mic.

2. Touch the Store Preset push button.

3. Touch the Preset #1, or Preset #2, push buttons to store the microphone setting.

VIDEO CONTROLS SCREEN

This screen lets you turn the Left and Right plasmas On or Off.

SYSTEM SHUTDOWN CONFIRMATION SCREEN

This screen appears when you touch the **Exit System** push button.

Touch **No** if you do not wish to shut down the system. The previous screen reappears.

Touch **Yes** to shut down the system. The **System Shutting Down Screen** appears.